

**MEETING OF THE BOARD OF TRUSTEES
MARY RILEY STYLES PUBLIC LIBRARY**

Held in the Library Conference Room,
120 N. Virginia Avenue, Falls Church,
June 21, 2006

1. CALL TO ORDER

Mr. Gernand called the meeting to order at 7:35 p.m. The following Board members attended the meeting:

Bradley Gernand	Chester DeLong
Ellen Salisbury	Jeff Peterson
John Lawrence	

Excused: Donald Camp, Edward Rose

Library Director, Mary McMahon, was present.

2. RECEIPT OF PETITIONS

A letter written by the Library Director in response to Mr. F. Biparva's verbal Freedom of Information Act (FOIA) request for Library incident reports was discussed. There was discussion concerning the cost of fulfilling the request and whether there was a provision in the Act to make an adjustment based on the limited financial resources of the requestor. The Board asked the Library Director to ask the City Attorney to answer that question and also let the Board know what the minimum amount is that can be charged for a FOIA request.

The Library Director also presented a letter from Mr. F. Biparva that had been written to the Falls Church City Council. The City Council had referred the matter to the City Manager who in turn had asked staff to respond. The Director stated that she had formulated a draft response which was going to be reviewed by the City Attorney. The Board is to receive a copy of the response for their input at the next meeting of the Board on Monday, July 24. They asked that the City Attorney be present at the meeting so he could address any legal questions that might arise during the discussion so as not to delay the response any longer.

3. APPROVAL OF MINUTES OF MAY 17, 2006 MEETING

A motion was made to accept the minutes of the May 17 meeting as written. It was seconded and passed.

4. FIRST READING OF THE FOLLOWING PROPOSED POLICY:

Damaged AV Policy (revised). The Library Director explained that the policy was reworded to more clearly express that the \$1 fee for non-City residents could be refunded to a patron if a DVD was damaged. Staff could, however, reserve the right to withhold the refund until the item(s) was checked for quality.

A Motion was made to accept the policy for a first reading. It was seconded and passed.

5. SECOND READING OF THE FOLLOWING PROPOSED POLICY:

Meeting Room Policy (revised). The Board would like an answer about what constitutes a limited or full public forum if the room were to be used by groups other than the Library or City government agencies before the final adoption of this policy. **A Motion was made to postpone the second reading of the policy until the July meeting so the City Attorney could give his opinion on the question. The Motion was seconded and passed.**

6. PARKING DISCUSSION (CONTINUED)

The Director reviewed the e-mailed answers given by Moe Wadda, City Engineer, in regard to the parking questions/suggestions from the Board. Discussion centered on changing parking signs from two hours near the Library to stating that signs should indicate Library Parking, remeasuring the distances by the fire hydrant on North Virginia Avenue to see if additional parking spaces can be found there, and researching the site plan for the Madison Home development to see if there are any restrictions to more parking on Park Avenue near the Library. Staff is to forward the name of the President of the 313 Park Avenue medical building owners' association to the Assistant City Manager. **A Motion was made to draft a letter from the Board to Moe Wadda thanking him for his initial response to the Board's parking concerns, reiterating that parking concerns/solutions are a high priority of the Board and library patrons, and asking that work on the parking suggestions made by the Board be given prompt attention.**

7. BOOK SALE MONIES (CONTINUED)

The Director stated that she had met with the City Finance Director, John Tuohy, and that he had suggested that the Library submit a new initiative request for the book sale monies to be taken out of the budget for FY08. She stated that he understood that that money was intended to be supplemental to the operating budget, not part of it. The Board discussed this option, but was not inclined to accept this method of removing the book sale monies from the operating budget. The Director said she would talk with the Finance Director again and suggest that book sale monies and memorial monies be combined as a possible solution. The Director is to report her findings at the next meeting.

8. STARTING TIME OF THE BOARD MEETING DISCUSSION

A discussion about the possibility of starting the Board meetings at 7:00 p.m. rather than 7:30 p.m. because some of the meetings recently had continued past 9:00 p.m. took place briefly because two members of the Board, who it might affect the most, were absent. However, the Board agreed that they would do their best to finish by 9 p.m., even if it meant rearranging the agenda in order to get more pressing matters accomplished.

9. **ANNUAL SURVEY (2005-2006) RESULTS DISCUSSION**

The Director reviewed the annual survey results with the Board. A discussion took place about the possibility of having a survey for drawn up just for children and young adults. It was suggested that it be placed on the Library's website as well as in hard copy in the Youth Services room. The survey should be easy to read and simple and perhaps have a small "reward" for completing it. The Director agreed that this could be done easily and would give another perspective from Library's patrons. She will develop a survey with the help of the Youth Services staff and have it out for them during this busy time of the year.

10. **STATISTICS DISCUSSION**

The Director gave an explanation of the circulation statistics report, and interest was expressed by the Board about learning more about the collection and using any reports generated by the library in helping to justify budget requests. The Director stated that there is a Collection Analysis report compiled at the end of the fiscal year along with the turnover rate of each of the areas and also how money is divided among selectors for purchase of materials. She will provide these annual reports to the Board once they are completed.

11. **BUSINESS NOT ON THE AGENDA**

The Director asked if the Board would consider moving the July meeting to another date due to her vacation. **A Motion was made to move the July meeting to Monday, July 24 at 7:30 p.m. in the Library's Conference Room. It was seconded and passed.**

A Motion was made to send a letter (as drafted) of appreciation to Vice Mayor Martha Meserve for her work as the Library Liaison with the City Council. The Motion was seconded and passed.

The Director noted that the staff would like to place a small garden bench in the front yard of the library in memory of Valerie Stanley, a Youth Services staff member who recently died. She asked if the Board felt this was appropriate. They did, and now the Director will check with the City to see if it is allowed.

12. **ADJOURNMENT**

There being no further business, **a motion was made to adjourn at 9:02 p.m. The motion was seconded and passed.**

Respectfully submitted,

Mary W. McMahon
Library Director

Approved:

Bradley Gernand, Chair

Copies: Board of Trustees, City Manager, Planning Commission, Library
Reference Desk, Staff Bulletin Board, City Clerk, City Council,
Historical Commission, Library Web Page